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For Last-Minute Filers – Block 4 Reminders

Block 4 Worksheets

In Block 4, you create a worksheet for each group of entities sharing a service. You then cite the appropriate worksheet on each Block 5 funding request.

Each entity receiving service must have an entity number. (See the tips for Block 1 if you need to request entity numbers.) If an entity is receiving service only for itself, you can cite that entity's entity number as long as the entity appears on a worksheet.

- Schools fill out one or more school worksheets ("Worksheet A").
- Libraries fill out one or more library worksheets ("Worksheet B").
- Consortia fill out one or more consortium worksheets ("Worksheet C") by first completing worksheets for each of their members ("Preparatory Worksheet A" for school members and/or "Preparatory Worksheet B" for library members)

You will need the following information:

- Entity name
- Entity number
- NCES code (for a school) or FSCS code (for a library), if available
- Urban or rural status
- For a school, the total number of students in the school; for a library, the total number of students in the public school district in which the library is located
- For a school, the total number of students in the school eligible for the National School Lunch Program (NSLP); for a library, the total number of students eligible for NSLP in the public school district in which the library is located (see [Alternative Discount Mechanisms](#) for alternatives to NSLP data)
- If the entity is considered new construction or a [non-instructional facility \(NIF\)](#)
- Other demographic information (note that Items 9 and 10 are only relevant for a small portion of filers and these items can be skipped if they are not applicable)

Sample data entry screen for an individual entity:

Sample opening screen for a consortium:

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